

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB01-69

Date: January 10, 2002
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA QUARTERLY REPORTING REQUIREMENTS FOR DECEMBER 31,
2001

The purpose of this information bulletin is to provide instructions regarding reporting requirements under the Workforce Investment Act (WIA). These instructions address financial and participant data reports for the following funding streams and grant codes:

- Title I Early Youth (GC 340)
- Youth (GC 301)
- Adult (GC 201, 202)
- Dislocated Worker (GC 501, 502)
- Rapid Response 25 Percent (GC 540, 541, 542, 543)
- National Emergency Grants (NEG) (GC 723, 724, 727, 728, 729, 737)
- Veterans Workforce Investment Program (VWIP) (GC 377, 378)
- Title II (JTPA) to Title I (WIA) Transition (GC 112, 222, 276)
- Title III (JTPA) to Title I (WIA) Transition (GC 516, 604, 608)
- WIA 15 Percent Statewide Activities (GC 197, 198, 211, 213, 214, 290, 291, 607, 609, 610, 614, 615)
- Caregivers Training Initiative (CTI) State Match Funds (GC 798)

Expenditures for the above funding streams must be reported as cumulative from the beginning of the subgrant to the end of the quarter. For Program Year (PY) 2000, beginning dates for subgrants with "early" youth funding will vary depending on the date Local Workforce Investment Areas (LWIA) accepted their "early" youth funding. The beginning date for PY 2001 youth funding is April 1, 2001.

All PY 1999 funds transitioned from the Job Training Partnership Act (JTPA) to WIA must be spent by June 30, 2002. Any PY 1999 funds not spent as of that date must be recaptured and returned to the Department of Labor (DOL). Expenditures should be based on the "FIFO", First in, First out method of accounting, which means the oldest or first funds received, should be spent before more recently received funding. In addition, all PY 2000 funds distributed by WIA formula allocation (GC 201, 202, 301, 340, 501, and 502) have a two-year life and must also be spent by June 30, 2002. This requirement applies to all formula funds incorporated into subgrants for the Year of Appropriation (YOA) 2000, (i.e. R069xxx). Any PY 2000 formula funds not spent by June 30, 2002, must be recaptured and returned to the Employment Development Department (EDD).

Submission of reports

Subgrantees with access to the Job Training Automation (JTA) system are required to transmit the quarterly financial reports and Individual Participant Data (IPD) in electronic format (direct transmission). Direct transmission of required reports is due no later than close of business on January 20, 2002. Expenditure data for all grant codes EXCEPT grant codes 276, 301, and 340 (Youth), must be submitted using the JTA screen shown in *Attachment 1*. Expenditure data for grant codes 276, 301, and 340 (Youth) must be submitted using the JTA screen shown in *Attachment 2*. Line item instructions for *Attachments 1* and *2* are included with each attachment. Signed hard copies are not required for reports submitted for the December 31, 2001, report period. Signed copies are not necessary until reports are submitted for the June 2002 report period or until a closeout is filed.

Subgrantees without access to the JTA system for reporting purposes must submit signed quarterly financial reports by mail or by fax no later than close of business January 20, 2002. Copies of the required forms are provided in "*Attachments 1* and *2*." Line item instructions for *Attachments 1* and *2* are included with each attachment.

Program expenditures for the following grant codes are **only** to be reported on the "Other" line in Section V, line 5 of the EXPD "Summary of Expenditures" (*Attachment 1*):

- Local Area Training (GC 211)
- RR (GC 540, 541, 542, 543)
- NEG (GC 723, 724, 727, 728, 729, 737)

Program expenditures for these grant codes **are not** to be split into the categories shown in Section V, lines 1-4 of the EXPD "Summary of Expenditures" (*Attachment 1*).

Veterans "Participant" Reporting

All veteran providers funded by grant codes 377, 378, 609, and 610, need to manually complete the Veteran Participant Report Summary (in addition to submitting the IPD electronically) to collect data required by the DOL, Veterans' Employment Training Service. A copy of this form is provided in *Attachment 3*. All veteran providers must fax a hard copy of the completed Veteran Participant Report Summary form for the second quarter ending December 31, 2001, by January 20, 2002, to the attention of your Veterans' program manager (916) 653-0597. For any questions related to completing the report form, or any questions on veteran participant reporting, please call your Veterans' program manager.

Note: As a reminder, 2001-2002 enrollment data (Section II.B) needs to include 2000-2001 participants that were not exited.

For additional information

If you have questions on financial data, please contact David A. Simpson, Financial Management Unit, at (916) 654-9819. For questions regarding participant data, please contact Esperanza Cuevas-Reardan, Performance Management Unit, at (916) 654-7585. For JTA questions, please contact the Automation Customer Support Unit's Help Desk at (916) 653-0202.

/S/ BILL BURKE
Chief

Attachments are available on the Internet:

1. [Summary of WIA Expenditures Form and Line Item Instructions](#) (DOC)
2. [Summary of WIA Expenditures—Youth Form and Line Item Instructions](#) (DOC)
3. [Veterans' Workforce Investment Program \(VWIP\) Form](#) (DOC) (158k)